

CSO Solicitation No. 2365

Design Services for State Project No. 304-0022

Waterbury Branch Line Platform Replacements

Prequalification Category - Facility Design (All Modal Buildings/Vertical Structures)

ONLY FIRMS WHO ARE PREQUALIFIED IN THE CATEGORY LISTED ABOVE ARE ELIGIBLE TO SUBMIT. THOSE FIRMS HAVE RECEIVED THIS LETTER ELECTRONICALLY. IT IS BEING POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage one (1) consultant engineering firm to provide design services for the preparation of contract plans, specifications, estimates and other necessary documents for Project 304-0022; Waterbury Branch Line Platform Replacements. The project's overarching goal will be to replace the platforms at Derby, Ansonia, Seymour, Beacon Falls, and Waterbury Stations with high-level platforms to maintain compliance with both State and Metro-North safety and design standards, as well as ensure safe boarding with the future fleet of rail cars. Naugatuck Station will be rebuilt under a separate project. All new platforms will be a fiber-reinforced polymer (FRP) plank on steel girder design, provided with electric heated platform sections. All applicable building codes will be adhered to in the design of these new platforms, while maximizing compliance with the Americans with Disabilities Act (ADA) standards and guidelines.

The selected firm will perform the following tasks:

- Preparation of the necessary environmental documentation in accordance with the National Environmental Policy Act
- Preliminary and Final Design activities related to the above described project
- Other tasks as required for the completion of plans, specifications and estimates
- Design services during construction and other related engineering-construction support activity

The value of the contract is estimated to be approximately \$2-3M and is anticipated to utilize either a lump sum or cost-plus fixed fee payment method.

The selected firm must provide all electronic design data (i.e., Ground files, Design files, Digital Terrain Models [surfaces], Alignments, Contract Plans, and/or all other Electronic Engineering Data) in Bentley Systems, Inc. OpenRoads Designer CONNECT Edition formats. Submissions will also be required to comply with the Department's [CONNECT Digital Design Environment](http://www.ct.gov/dot/cwp/view.asp?a=3194&q=483668) and the Digital Project Development Manual (<http://www.ct.gov/dot/cwp/view.asp?a=3194&q=483668>).

The selected firm will be required to establish and/or maintain a Connecticut office for the duration of assignment, with the Project Manager available on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment.

The prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

If your firm would like to be considered for this assignment, your submittal should consist of a letter-of-interest limited to one (1) page, a Department Form CSO 255 and a maximum of five (5) resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be

available for work when required. (The CSO 255 form can be found online at <https://portal.ct.gov/DOT/Consultant-Selection/Consultant-Selection-Information>.)

Electronic Submittal – A .pdf of your CSO 255 must be emailed to David.Mancini@ct.gov by 3:00 p.m. on or before March 31, 2021, and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2365.FirmName. You will receive a confirmation email by 4:00 p.m. on the due date, once your submittal has been accepted. Please retain proof of sending your submission before the due date/time, in the unlikely event that your email is not received. If you do not receive a confirmation by the time specified above, please contact the Consultant Selection Office at 860-594-3498 or at the email listed above. Firms who are shortlisted based on their CSO 255 submittal, will be notified by the Consultant Selection Office of the time, date and format of their selection interview. A final selection is anticipated by June 30, 2021.

Your CSO 255 form should identify the following: your proposed staff and their qualifications, experience, and availability to perform the required services. Your submittal will be evaluated on the following criteria:

- (1) Proposed Staff size, Qualifications, and availability= 15%
- (2) Experience with similar railroad projects including:
 - a. Field inspection and design for repairs of railroad stations (10%)
 - b. Design for replacement of railroad station platforms (35%)
 - c. Design of electrical, communications, and power at a railroad station (20%)
 - d. Constructability for replacement of railroad station platforms (10%)
- (3) Familiarity with CTDOT standards, policies and procedures, Metro-North Railroad (MNR) Track Construction Requirements MW-4, MNR Track Standards & Specifications and AREMA (American Railroad Engineering Maintenance-of-Way Association). Weighted scoring value = 10%

The location of the office where the work will be performed, and the staff size of that office, should also be indicated.

Responding firms must provide copies of the following required licenses, certifications and/or registrations for the proposed personnel that indicate they are in current standings.

- *Project Manager Licensed as a Professional Engineer in the State of CT*

You are advised that a Small Business Enterprise (SBE) set-aside requirement applies to this contract. The set-aside requirement will be no less than fifteen percent (15%) of the agreement value. Within the letter-of-interest submittal, you must include the designated certified SBE sub-consultant(s) which you plan to use. To be eligible for SBE credit, the sub-consultant(s) must be certified by the Connecticut Department of Administrative Services.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252, 4a-81, and 4-252a, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification), Form 5 (Consulting Agreement Affidavit), and Form 7 (Iran Certification) prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of Connecticut (State) of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Form 7 applies to any

consulting agreement/contract which has a total cumulative value to the State of five hundred thousand dollars (\$500,000) or more. Any consultant that does not complete the certifications (Form 1 & 7) required under subsection (c) of CGS 4-252 and subsection (b) of CGS 4-252a, or refuses to submit the affidavit (Form 5) required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals, in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Please note, in an effort to streamline the certification and affidavit process for agreement execution, the Department is requiring all selected firms to upload Forms 1, 5 and 7 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Directions and forms can be found at <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>.

For all State contracts, as defined in CGS § 9-612(f)(1) having a value in a calendar year of fifty thousand dollars (\$50,000) or more or a combination or series of such agreements or contracts having a value of one hundred thousand dollars (\$100,000) or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice can be found online at <https://portal.ct.gov/seec> by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. A minimum of three million dollars (\$3,000,000) Professional Liability Insurance coverage, with a maximum deductible of two hundred and fifty thousand dollars (\$250,000), will be required. Proof of coverage must be submitted on a form acceptable to the State prior to the start of the negotiations process.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the rights to add an additional project(s) of a similar nature for a separate selection should additional projects become available prior to the interview phase of the selection process.

Please be advised that firms must continue to be prequalified in the specified categories for the year a shortlist is finalized and/or a selection is made.

All inquiries regarding this request for letters-of-interest shall be directed to Mr. David M. Mancini of the Consultant Selection Office at the email listed above.